# **INTRODUCTION**

The following pages show detailed information for each profile. This information includes:

#### PROFILE ID TITLE

Abbreviation of the full title, limited to 25 characters.

#### FULL TITLE

Complete name of profile.

# REPORTING INSTRUCTIONS

Brief profile-specific reporting instructions.

#### PROFILE TYPE

Designates how expenses are processed in CARS. The options are:

- Cash Adjustments (A)--Manual adjustments to payments.
   Use is restricted to DWD staff.
- 2. Non Reimbursable (D)--Expenses that must be reported but are not reimbursed.
- 3. Sum Sufficient (E)--Payment is made for the reimbursable percentage of all reported expenses.
- 4. Contract Controlled (F)--Payment is made up to the contract amount. Includes profiles where expenses are reported but roll to another profile for payment.
- Allocated (G)--Profiles requiring ratios for proper payment. The expenses entered here are paid on other profiles after allocation.

## EXPENSES ROLL TO THIS PROFILE FROM

Profile(s) from which expenses will roll when reimbursable expenses exceed the contract level and are appropriate for reimbursement by this profile.

### EXPENSES FROM THIS PROFILE ROLL TO

Profile to which expenses will roll when reimbursable expenses exceed the contract level for this profile and are appropriate for reimbursement on the listed profile.

#### EXPENSES ALLOCATE TO THIS PROFILE FROM

Expenses will allocate to this profile from listed profile(s). For more information about allocations, please see the section titled "About CARS Allocating Profiles (Type G)".

## EXPENSES ALLOCATE TO THIS PROFILE TO

Expenses will allocate from this profile to the listed profile(s).

### REIMBURSEMENT %

Specifies the percentage of expenditures CARS will process further. CARS will:

(A) Reimburse at this percentage on this profile;

or

- (B) Roll the expenditures to another profile for further processing;
  - or
- (C) Allocate the expenditures to another profile for further processing.

Refer to specific profile IDs for information on rolls or allocations.

#### PREPAYMENTS

Number of prepayments allowed by the Contract.

#### LIMITATIONS

Dictated by contract, Statutory Requirements, and Federal requirements.

The CARS Unit will periodically send updates to the CARS profiles. Updates may include additions, deletions, or modifications to profiles. Please follow all profile instructions.

Note: N/A on the profile sheets means Not Applicable.

**Income Maintenance Agencies** 

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# **ABOUT CARS ALLOCATING PROFILES (TYPE G)**

CARS uses ratios to allocate directly reported expenses from one profile to other profiles for payment. This is usually done when the funding for a program is from multiple sources with different reimbursement rules.

CARS calculates the amount allocated according to this formula:

Amount Allocated = (Expense Amount) X (Ratio Percentage)
100

CARS adjusts the amount allocated to the highest profile last and corrects for rounding differences. This ensures that the amount reported is equal to the amount allocated. Please see the following allocation chart.